

UNIT RECORD MANUAL

2003 - 2004
ACADEMIC YEAR

MAY 2004

UNIT RECORD MANUAL 2003-2004 ACADEMIC YEAR

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Section Two of the Unit Record Manual provides step-by-step instructions for using the new Internet application to create and submit your Institution’s Unit Record Report.

SECTION ONE:

GENERAL INFORMATION, INSTRUCTIONS, AND DATA DEFINITIONS

HECB/Unit Record Manual
2003-2004 Academic Year

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2003-2004 UNIT RECORD TIMELINE

July 2004: **Data Entry/Editing Program and Instructions
available to Institutions**

October 8, 2004: **Edited Unit Record due date**

**October 2004 and
November 2004:** **Final HECB data editing and review**

December 2004: **Unit Record database finalized and reports
prepared for Legislature**

DUE DATE FOR 2003-2004 REPORT

The due date for the 2003-2004 Unit Record Report is Friday, October 8, 2004. Schools who submit data that are incomplete or have not been corrected by the due date will not have met the reporting deadline. Schools that do not meet this deadline or do not follow up promptly with any necessary data corrections may experience a disruption in the availability of state funds.

Submitted data must have been processed through the HECB edit program and all edits corrected or overridden.

UNIT RECORD BACKGROUND

The student financial aid Unit Record (UR) is a student and program specific report of the types and amount of financial aid awarded to needy students attending Washington institutions in a given academic year. It provides comprehensive information about financial aid recipients and how federal, state, institutional, and private funds are distributed to needy Washington students.

Unit Record History

The Unit Record (UR) Report was developed in response to 1969 legislation, which created the State Need grant program, and called for on-going analysis of student financial aid (RCW 28B.10.806). The first UR report was collected in 1972. Every institution that participates in state-funded student financial aid programs is required to complete the Unit Record Report at the conclusion of each fiscal year.

Higher Education Coordinating Board's authority to collect the Unit Record Report:

Statutory Requirements

- RCW 28B.10.804. “. . . (1) The board shall be research oriented, not only at its inception, but continually through its existence. (2) The board shall coordinate all existing programs of financial aid except those specifically dedicated to a particular institution by the donor. (3) The board shall take the initiative and responsibility . . . to ensure that the state recognizes the maximum potential effect of these programs, and shall design state programs that complement existing federal, state, and institutional programs...”
- RCW 28B.10.806. “The board shall have the following powers and duties: (1) Conduct a full analysis of student financial aid . . . Such an analysis will be a continuous one and will yield current information relevant to needed improvements in the state program of student financial aid . . . (2) Design a state program of student financial aid based on the data of the study referred to in this section. The state programs will supplement available federal and local aid programs.”

Student-level data and program-specific financial aid awarding information are needed by the Board to conduct research, design state financial aid programs that complement other existing federal, state, and institutional programs, describe recipient populations; and administer and evaluate state financial aid programs, as required by state law. The student financial aid Unit Record Report is the primary data source used by the Board to comply with these statutory requirements.

Unit Record Uses

Data from the Unit Record Report are used:

- to analyze the adequacy of financial aid resources available to financially-needy Washington students;
- to describe funding trends and the characteristics of students receiving various types of financial assistance;
- to estimate funding needs and support budget requests for state-funded financial aid programs;
- to estimate the impact on student populations of the establishment of new student financial aid programs, or changes in program policies or funding levels;
- for student financial aid policy analysis and program evaluation; and
- to respond to legislative requests for information about student financial aid programs available to Washington students.

The Unit Record Report significantly reduces the number of ad hoc data requests of institutions that would otherwise be necessary.

Compliance with FERPA

34 CFR 99.31(a)(3)(iv) authorizes institutions to disclose personally identifiable information on the student financial aid Unit Record Report without the student's consent. This authority is based on the Board's statutory charge, as cited above, and the need for student-specific information to carry out the financial aid-related administrative and research responsibilities of the Board.

As required by 34CFR99.35(a)(1), the Board ensures that use of the Unit Record data will not permit personal identification of students by individuals other than representatives of the Higher Education Coordinating Board, that no personally identifiable information will be released, and that the data will not be used for purposes outside the scope indicated above.

Personal identifiers in the Unit Record data will be destroyed when they are no longer needed for the purposes for which the data were collected. In keeping with RCW 40.14 (the state's record retention law), student-specific personal identifiers will be retained for six years after the student is last reported on an annual report, after which time the identifiers will be destroyed.

CHAPTER I

GENERAL INSTRUCTIONS FOR COMPLETION OF THE 2003-2004 UNIT RECORD

STUDENTS TO BE INCLUDED IN THE UNIT RECORD

A Unit Record (UR) data record **must be** submitted for each student at your institution who received any form of financial aid on the basis of financial need.

Report only students for whom the receipt of aid and determination of financial need were based on Federal Methodology (FM) needs analysis using data from a valid FAFSA as submitted to the U.S. Department of Education.

While the Unit Record Report includes only students who received some amount of need-based aid, all sources of assistance (including non need-based aid) awarded to reported students are to be included.

Specific students to be *excluded* are those receiving only non-need based assistance (such as unsubsidized federal loans only or merit-based institutional grants only).

PERIOD OF TIME TO BE REPORTED

Report information for financial aid distributed between July 1, 2003 and June 30, 2004.

REPORT UPDATED INFORMATION

The information reported should be the most current information on file from which aid was disbursed. If adjustments were made in the needs analysis or if a change in the student's status occurred during the year, report the latest available information, i.e., as of June 30, 2004.

SUBMISSION OF DATA

All data must be submitted by the due date in the proper format. Any data that are not edited or that are not in the specified and readable format will be returned to the institution for correction or conversion. Schools who submit data that are incomplete or have not been corrected by the due date will not have met the reporting deadline.

**GENERAL DATA
FORMATS**

- With the exception of Fields 44 and 45 (student's name), all fields are numeric.
- Data must be right justified.
- Lead fill all numeric fields with zeroes. For example, a \$4,000 Pell Grant amount in a 5-digit field should appear as "04000". Dollar amounts should be in whole dollars only with no dollar sign (\$).
- Negative numbers are only allowed in the Total Family Income field, Field 18.
- Alpha characters are only allowed in the student's name fields, Fields 44-45.
- Blank is a valid response only in Field 13 (Asian/Pacific Islander categories); Fields 44 & 45 (Student's Name); and Fields 46 & 48.

**UNIT RECORD
EDITING PROCESS**

The 2003-2004 UR report will be collected through a web-based data entry/edit program. This program allows each institution to edit its UR data and make corrections before sending the data to HECB. The data entry/edit program will be available by July 1 at the HECB Web site. Information on the data entry/edit application and details on the editing process are provided in Section Two of this manual.

Editing the data is an institutional responsibility. However, HECB staff will provide technical assistance as needed to any school experiencing problems with the data entry/edit program.

Every attempt is made by the HECB to ensure the accuracy of Unit Record data. If at any time you discover a potential error in the data reported on your Unit Record, please notify the HECB. The database can be corrected, if necessary.

CHAPTER II

DATA DEFINITIONS FOR THE 2003-2004 UNIT REPORT

INSTITUTION CODE
(Field 1)

Four-digit institution code assigned by HECB. See Appendix B for a listing of codes. Each institution's report should include branch campuses and all off-campus sites.

**STUDENT'S SOCIAL
SECURITY NUMBER**
(Field 2)

This entry is required. This is the student's nine-digit social security number. Do not use blanks or other separators.

**STATE RESIDENCY
CODE** *(Field 3)*

Public Institutions: A "Washington resident" is defined as any student classified by the institution as a Washington resident for fee-paying purposes (RCW 28B.15.011-013).

Private Institutions: A "Washington Resident" is defined as a student classified as a Washington resident for receipt of State Need Grant funds. If the determination of residency has not been made for state-funded financial aid programs, the student's permanent mailing address may be used for reporting residency on the Unit Record.

Use the following codes:

1. Washington Resident
2. Non Resident

**ENROLLMENT
STATUS BY TERM**
(Fields 4-8)

Student's enrollment status each term as of the date that aid is disbursed. However, some schools may only collect this information as of the 10th day of enrollment, which is also acceptable.

Status is defined according to the following table of credit- or clock-hours per term.

Number of Credit Hours Per Term for Categories of Enrollment Status

UR Code	Enrollment Status	Undergraduates	Graduates	Clock Hour Schools
(1)	Full-Time	12 or more	9 or more	300 or more
(2)	Three-Quarter	9 - 11	5 - 8	225
(3)	Half-Time	6 - 8	3 - 4	150
(4)	Less Than Half-Time	Less than 6	Less than 3	Less than 150
(5)	Not enrolled during indicated term			
(9)	Not applicable (school calendar does not have the indicated term.)			

NOTE: A code of (9) - Not Applicable, is used when an institution does not have the indicated term. For example, a semester school with fall and spring terms would report a code of (9) for winter.

Clock-Hour Schools: Some clock-hour schools may not divide the school year into academic terms. These schools should report a student's enrollment status during each of four three-month time periods, eliminating either summer 1 or summer 2.

Summer 1 is defined as the term of enrollment prior to fall term in the academic year;
Summer 2 is the term after spring term.

YEAR IN SCHOOL

(Field 9)

The highest year in school on which financial aid is based.

For example:

Example 1: Student enrolls as a freshman in the first term of the school year and completes the year with enough credits to enroll as a sophomore in the next school year – Student is recorded as a freshman.

Example 2: Student enrolls as a sophomore in the first term of the school year, but earns enough credits by the end of the fall semester to become classified as a junior. The student's Stafford Loan is increased to reflect higher annual loan limit – Student is reported as a junior.

YEAR IN SCHOOL
(continued) - (Field 9)

Report the appropriate year in school for the student's current program:

1. Freshman/First Year – Matriculated students with 0-44 quarter or 0-29 semester credit hours, or first-year students at vocational-technical or proprietary schools.
2. Sophomore/Second Year – Matriculated students with 45-89 quarter or 30-59 semester credit hours, or second-year students at vocational-technical or proprietary schools.
3. Junior/Third Year – Matriculated students with 90-134 quarter or 60-89 semester credit hours.
4. Senior/Fourth Year – Matriculated students with 135 or more quarter or 90 or more semester hours. Also, students in the fifth year of a five-year baccalaureate program.
5. Unclassified/Fifth Year – Students who hold a baccalaureate degree and are not enrolled in a program leading to a graduate degree.
6. Graduate – Students who hold a baccalaureate degree and are enrolled in a program leading to a graduate degree (master's or doctoral).
7. Professional – A student enrolled in any of the following degree programs: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D); Law (L.L.B., J.D.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O.); Pharmacy (Pharm.D.); Podiatry (D.P.M., D.P., or Pod.D.); Theology (M.Div., M.H.L., B.D., or Ordination); Veterinary Medicine (D.V.M.).
8. Other – Non-degree, non-matriculated, high school completion, or special students who cannot be classified as any of the above.

GENDER
(Field 10)

Codes are:

1. Male
2. Female

DATE OF BIRTH
(Field 11)

Year, month, and day in format CCYYMMDD.
For example: 3/1/82 is coded 19820301.

RACE/ETHNICITY
(Field 12)

Student's race/ethnicity information (required in fields 12 –14) is required for all students reported on UR. Schools are required to ask students these questions and record the students' responses, although "no response" is valid.

These categories are identical to those appearing in UR over previous years.

Report one of the following codes:

1. Black/African American
2. Asian or Pacific Islander
3. American Indian
4. Eskimo
5. Aleut
6. White
7. Other
9. Unknown/No Response

Note: New reporting fields have been created for 2004-05.

WHICH ASIAN/PACIFIC ISLANDER GROUP?
(Field 13)

Report one of the following codes.

(Blank)=Not Asian/Pacific Islander

1. Asian Indian
2. Chinese
3. Filipino
4. Guamanian
5. Hawaiian
6. Japanese
7. Korean
8. Samoan
9. Vietnamese
0. Other Asian/Pacific Islander

**SPANISH/HISPANIC/
LATINO ORIGIN**
(Field 14)

Report one of the following codes.

1. Not Spanish/Hispanic/Latino
2. Yes, Puerto Rican
3. Yes, Mexican/Mexican American/Chicano
4. Yes, Cuban
5. Yes, Other Spanish/Hispanic
6. Yes, but specific Spanish/Hispanic/Latino Origin Group is Unknown
9. Unknown/No Response

Note the distinction between codes 5 and 6. If the student reported “Yes, Spanish/Hispanic” but specified a group other than Puerto Rican, Cuban, or Mexican/Mexican American/Chicano, then use code 5, “Other Spanish/Hispanic/Latino.” If the student indicated “Yes, Spanish/Hispanic” but his or her specific group is unknown, use code 6, “Yes, Origin Group Unknown.”

**DEPENDENCY
STATUS (Field 15)**

Use the federal definitions of dependent or independent student status.

1. Dependent
2. Independent

MARITAL STATUS
(Field 16)

Report the student’s marital status.

1. Unmarried, to include single (never married), divorced, or widowed.
2. Married
3. Separated

**NUMBER OF FAMILY
MEMBERS (Field 17)**

Indicate the number of members in the student’s family, including the student.

Dependent Student: Count the student, parents, siblings, and other dependents included in the needs analysis calculation.

Independent Student: Include the student and those in the family unit supported by the student and/or the student’s spouse and included in the needs analysis calculation.

**TOTAL FAMILY
INCOME (Field 18)**

The actual amount of family income that was used in computing the student's financial need. This amount should be an annualized, 12-month income. For most students, the income figure will be for the base year of 2002 as reported on the FAFSA. Indicate negative amounts by preceding the figure with zeroes and a negative sign (-) in the left-most position. For example, a negative income of -\$9,875 would be reported as: "-09875". The lowest reportable amount is -99999.

Dependent Student: Parent(s) taxable and non-taxable income. Do not include the dependent student's income.

Independent Student: Student's and/or spouse's taxable and non-taxable income.

**AMOUNT OF NEED
(Field 19)**

The amount of need used to determine the student's award. It should be based on the number of months a student received aid as indicated in Field 20. The sum of all aid reported on Unit Record should be based on the aid actually disbursed to meet the student's need as indicated in 19. This number must be greater than 0.

**DURATION OF NEED
(Field 20)**

The number of months for which the need amount reported in Field 19 is calculated. For example, if a student's need is based on a 9-month budget, the figure "09" would be reported.

**PARENT
CONTRIBUTION
(Field 21)**

Dependent Student: The expected parent contribution which was used to calculate the student's need.

Independent Student: In most cases, the expected parent contribution will be zero. If a student-reported expected parent contribution was used to determine financial need, it should be reported.

Orphans/Wards of the Court: Report the parent contribution as zero.

**STUDENT
CONTRIBUTION**
(Field 22)

The total amount of student resources which were subtracted from the student's financial aid budget to compute financial need (Field 19).

Do not include as "student contribution" the following: Parent contribution, student's term-time earnings or Federal Work Study (FWS) or State Work Study (SWS) summer savings, since these are reported elsewhere in this report. If funds received from Labor and Industries, WIA, Aid to Blind, Veteran's benefits, etc. were considered as an award to meet the student's need, report those amounts in Field 43, Other Agency Assistance.

FOR FIELDS 23 TO 43: Report the amount of funds, rounded to the nearest dollar, actually received by the student from the following sources, for the period July 1, 2003 through June 30, 2004.

FEDERAL PROGRAMS

PELL GRANT
(Field 23)

The amount of Pell Grant funds received by the student.

FEDERAL SEOG
(Field 24)

The amount of Federal SEOG funds received by the student.

**FEDERAL PERKINS
LOAN** *(Field 25)*

The amount of Federal Perkins Loan funds received by the student.

**FEDERAL WORK
STUDY** *(Field 26)*

The student's gross compensation for July 1, 2003 through June 30, 2004. Include federal, employer, and institutional shares.

**FEDERAL NURSING
SCHOLARSHIPS**
(Field 27)

Federal grants to nurses. Do not include Nurses Conditional Scholarships which should be reported in Field 39 - "Other Loans."

**FEDERAL NURSING
AND HEALTH LOANS**
(Field 28)

Include the federal Nursing Student Loan and Health Professions Student Loan programs.

**FEDERAL
SUBSIDIZED
STAFFORD LOANS**
(Field 29)

The total gross amount actually borrowed for the year, including fees. This may not be the amount requested on the application form. Unsubsidized Stafford loans received by needy students should be reported in Field 30.

**FEDERAL PLUS AND
UNSUBSIDIZED
STAFFORD LOANS**
(Field 30)

The total gross amount actually borrowed for the year, including fees. This may not be the amount requested on the application form. Any other non-need-based loans should be reported in Field 39, Other Loans.

STATE PROGRAMS

STATE NEED GRANT
(Field 31)

The amount of State Need Grant Funds received by the student. Include TRIO if applicable.

**TOTAL STATE WORK
STUDY** *(Field 32)*

Report the student's TOTAL gross compensation for July 1, 2003 through June 30, 2004. Include both the state share and the employer's share, and any SWS earnings through the GEAR UP or NEISP program or Community Service Projects. This amount should be the sum of On-Campus and Off-Campus earnings (Fields 33 and 34). Earnings under the SWS "Adult Literacy Program" (not to be confused with the federally defined "Family Literacy Activities") consist of 80 percent SWS funds and 20 percent FWS. Each portion of the earnings should be reported under its correct funding source.

**ON-CAMPUS STATE
WORK STUDY (Field 33)**

The student's ON-CAMPUS State Work Study earnings, including institutional share.

**OFF-CAMPUS STATE
WORK STUDY (Field 34)**

The student's OFF-CAMPUS State Work Study earnings.

If the institution acts as the employer of record and the student works off-campus, it is preferable for earnings to be reported as Off-Campus. However, if accounting constraints do not permit earnings to be recorded as off-campus, they may be reported as on-campus, as recorded.

**EDUCATIONAL
OPPORTUNITY GRANT
(EOG) (Field 35)**

State funds distributed under the Educational Opportunity Grant (EOG) program.

**NEED-BASED TUITION
AND FEE WAIVER
("3%/4%") (Field 36)**

(Public institutions only)

The dollar value of tuition and fee waivers granted on the basis of state residency and need (RCW 28B.15.740). Please note that this field does not include financial aid awarded from the 3½ percent Institutional Aid Fund.

**WORKFORCE
TRAINING FUNDS
(Field 37)**

Report the amount of funds awarded under the State Board for Community and Technical College's (SBCTC) Workforce Training Program ("Worker Retraining" or "1988 Funds"). Also include Work-based Learning Tuition Assistance Funds.

**ALL OTHER STATE-
FUNDED GIFT
ASSISTANCE (Field 38)**

(All Schools)

Report state funds awarded to students from the following programs: GEAR UP, Washington Promise Scholarships, Washington Scholars, WAVE Awards, and American Indian Endowed Scholarships. (Please note that EOG is reported in Field 35.)

Any required institutional match should be reported in Field 40, Institutional Scholarships.

(Public institutions only)

In addition, report tuition and fee waivers granted according to Washington State statutes, if the waiver was awarded as part of the financial aid package to meet the student's need. Note: need-based (3%/4%) waivers should be reported in Field 36.

INSTITUTIONAL AND OTHER PROGRAMS

(Public institutions only)

Assistance from the 3½ Percent Institutional Aid Fund (formerly the 2½ Percent Long Term Loan Funds under state statute RCW 28B.15.820) should be reported in the category which best corresponds to how the funds were spent at your institution; that is, Other Loans under Field 39 – Institutional Grants and Scholarships under field 40 – non-work study Institutional Employment under field 41. If the funds are used as a match in FWS or SWS, include the funds under those categories.

OTHER LOANS *(Field 39)*

The dollar amount received from any other loan or “conditional scholarship” program, including: Nurses Conditional Scholarships; Canadian, Micronesian or Alaska Student Loans; PREP; and other non-federal loan programs. Future Teachers Conditional Scholarships and Health Professional Loan Repayment and Scholarship program funds are also entered here. Include loans made from 3½% Institutional Aid Fund and other loans not reported in Fields 25, 29, or 30.

INSTITUTIONAL GRANTS, SCHOLARSHIPS, AND WAIVERS *(Field 40)*

The dollar value of institutional grants, scholarships, and waivers used to meet part or all of the student’s financial need. Include tuition waivers and tuition remissions at independent institutions. Include any amounts from 3½% Institutional Financial Aid Fund distributed as grants or scholarships at public institutions. Include the institutional match portion of any funds to Washington Scholars recipients as reported in Field 38, All Other State-Funded Gift Assistance. Note: Do not report funds awarded to non-need-based aid recipients.

INSTITUTIONAL AND OFF-CAMPUS EMPLOYMENT *(Field 41)*

Gross earnings from non-work study institutional and off-campus employment, if this employment was awarded on the basis of need and included in the student’s financial aid package. Include *WorkFirst* work study and any amounts from the 3½% Institutional Aid Fund distributed as non-work study. Do not include work study earnings reported in Fields 26 or 32-34.

**OUTSIDE
SCHOLARSHIPS**
(Field 42)

The dollar value of outside scholarships that were used as part of the student's financial aid package. Include BIA, National Merit, ROTC, employer funded tuition assistance, organizational, company, service club scholarships, and AmeriCorps.

**OTHER AGENCY
ASSISTANCE** *(Field 43)*

Report any funds received by the student from other government or outside agencies, such as the Department of Labor and Industries, Services for the Blind, Workforce Investment Act, Vocational Rehabilitation, etc. Amounts should be reported **if** the funds are considered an **award** to meet the student's need. Please note that funds considered to be a resource and used to reduce need are reported in Field 22, Student Contribution.

STUDENT'S NAME (OPTIONAL)

Student's last name and first and middle initials are optional items used to facilitate the editing process. If any part of the student's data is marked by the HECB editing process, the student's name will appear along with Social Security Number on your school's Edit Report.

**STUDENT'S LAST
NAME** *(Field 44)*

Student's last name if you wish it to appear on your school's Edit Report.

**FIRST and MIDDLE
INITIAL** *(Field 45)*

Student's first name initial and middle name initial.

OTHER INFORMATION

BLANK *(Field 46)*

Leave blank. Field 46 was previously used to report "Age of Youngest Child" which is no longer collected.

**DOES STUDENT
HAVE IMPAIRMENT?**
(Field 47)

Report whether the student has a physical, sensory, or mental impairment that substantially limits one or more life activities (e.g., walking, seeing, hearing, breathing, or learning)?

Code: 1. Yes 2. No

BLANK *(Field 48)*

Leave blank. For Higher Education Coordinating Board use only.

APPENDICES

Appendix A – Record Layout for 2003-2004 Unit Record

Appendix B – Unit Record Institution Codes

Appendix C – Quick Look-up by Program Name

Appendix D – Quick Look-up by Unit Record Category

RECORD LAYOUT FOR 2003-2004 UNIT RECORD

Field #	Field Position First Last		Length	Field Name	Field Type	Valid Field Content
1	1	4	4	Institution Code	Num	1010 to 6980
2	5	13	9	Social Security Number	Num	001010001 to 999999999
3	14	14	1	Residency Code	Num	1=Washington Resident 2=Nonresident
4	15	15	1	Fall Term Enrollment Status	Num	1=fulltime 2=3/4 time 3=halftime 4=less than halftime 5=not enrolled 9=does not apply
5	16	16	1	Winter Term Enrollment Status	Num	1=fulltime 2=3/4 time 3=halftime 4=less than halftime 5=not enrolled 9=does not apply
6	17	17	1	Spring Term Enrollment Status	Num	1=fulltime 2=3/4 time 3=halftime 4=less than halftime 5=not enrolled 9=does not apply
7	18	18	1	Summer-#1 Term Enrollment Status	Num	1=fulltime 2=3/4 time 3=halftime 4=less than halftime 5=not enrolled 9=does not apply
8	19	19	1	Summer-#2 Term Enrollment Status	Num	1=fulltime 2=3/4 time 3=halftime 4=less than halftime 5=not enrolled 9=does not apply
9	20	20	1	Year in School	Num	1=Freshman/First Year 2=Sophomore/Second Year 3=Junior/Third Year 4=Senior/Fourth Year 5=Unclassified/5 th Year 6=Graduate 7=Professional 8=Other
10	21	21	1	Gender	Num	1=Male 2=Female
11	22	29	8	Date of Birth	Num	19000101 to 19991231 Format is CCYYMMDD CC=19 YY=00-99 MM=01-12 DD=01-31

RECORD LAYOUT FOR 2003-2004 UNIT RECORD

Field #	Field Position First Last		Length	Field Name	Field Type	Valid Field Content
12	30	30	1	Race/Ethnicity	Num	1=Black/African American 2=Asian/Pacific Islander 3=American Indian 4=Eskimo 5=Aleut 6=White 7=Other 9=Unknown/No Response Will never be blank
13	31	31	1	Asian/Pacific Islander	Num	Blank=Not Asian/Pacific Islander 1=Asian Indian 2=Chinese 3=Filipino 4=Guamanian 5=Hawaiian 6=Japanese 7=Korean 8=Samoaan 9=Vietnamese 0=Other Asian/Pacific Islander
14	32	32	1	Spanish/Hispanic Origin	Num	1=Not Spanish/Hispanic 2=Yes, Puerto Rican 3=Yes, Mexican/Mexican American/Chicano 4=Yes, Cuban 5=Yes, Other Spanish/Hispanic 6=Yes, Spanish/Hispanic Origin is Unknown 9=Unknown/No Response Will never be blank
15	33	33	1	Dependency Status	Num	1=Dependent 2=Independent
16	34	34	1	Marital Status	Num	1=Unmarried 2=Married 3=Separated
17	35	36	2	Number of Family Members	Num	01 to 99
18	37	42	6	Total Family Income	Num	-99999 to 999999
19	43	47	5	Amount of Need	Num	00001 to 99999
20	48	49	2	Duration of Need	Num	01 to 12
21	50	54	5	Parent Contribution	Num	00000 to 99999
22	55	59	5	Student Contribution	Num	00000 to 99999
23	60	64	5	Pell Grant	Num	
24	65	69	5	Federal SEOG	Num	
25	70	74	5	Federal Perkins Loan	Num	
26	75	79	5	Federal Work Study	Num	
27	80	84	5	Federal Nursing Scholarships	Num	
28	85	89	5	Federal Nursing and Health Loans	Num	
29	90	94	5	Federal Subsidized Stafford Loan	Num	

RECORD LAYOUT FOR 2003-2004 UNIT RECORD

Field #	Field Position First Last		Length	Field Name	Field Type	Valid Field Content
30	95	99	5	Federal PLUS and Unsubsidized Stafford Loans	Num	
31	100	104	5	State Need Grant	Num	
32	105	109	5	State Work Study – Total	Num	
33	110	114	5	State Work Study – On Campus	Num	
34	115	119	5	State Work Study – Off Campus	Num	
35	120	124	5	Educational Opportunity Grant	Num	
36	125	129	5	Need-based (3%/4%) Tuition & Fee Waiver	Num	
37	130	134	5	Workforce Training (CTCs Only)	Num	
38	135	139	5	All Other State-Funded Gift Assistance	Num	
39	140	144	5	Other Loans	Num	
40	145	149	5	Institutional Grants, Scholarships & Waivers	Num	
41	150	154	5	Institutional & Off-Campus Employment	Num	
42	155	159	5	Outside Scholarships	Num	
43	160	164	5	Other Agency Assistance	Num	
44	165	176	12	Student's Last Name	Char	
45	177	178	2	Student's First Initial & Middle Initial	Char	
46	179	180	2	Blank Space		Two-digits blank
47	181	181	1	Does Student Have Impairment?	Num	1=Yes 2=No
48	182	182	1	Blank Space-For HECB Use Only		Blank only

UNIT RECORD INSTITUTION CODES

1010	University of Washington	4430	Olympic College
1020	Washington State University	4440	Peninsula College
<hr/>		4370	Pierce College
2030	Central Washington University	4450	Seattle Central Community College
2040	Eastern Washington University	4480	Shoreline Community College
2050	The Evergreen State College	4490	Skagit Valley College
2060	Western Washington University	4420	So. Puget Sound Community College
<hr/>		4470	South Seattle Community College
3080	Antioch University	4500	Spokane Community College
3090	Bastyr University	4510	Spokane Falls Community College
3100	Cornish Institute	4520	Tacoma Community College
3120	Gonzaga University	4530	Walla Walla Community College
3280	Henry Cogswell College	4540	Wenatchee Valley College
3110	Heritage College	4550	Whatcom Community College
3130	Northwest College	4560	Yakima Valley College
3240	Northwest College of Art	<hr/>	
3140	Pacific Lutheran University	5700	Bates Technical College
3150	Saint Martin's College	5710	Bellingham Technical College
3160	Seattle Pacific University	5720	Clover Park Technical College
3170	Seattle University	5730	Lake Washington Technical College
3190	University of Puget Sound	5740	Renton Technical College
3200	Walla Walla College	5750	Seattle Vocational Institute
3210	Whitman College	<hr/>	
3220	Whitworth College	6820	Art Institute of Seattle
<hr/>		6810	Bryman College
4300	Bellevue Community College	6730	Business Computer Training Institute
4310	Big Bend Community College	6890	Clare's Beauty College
4580	Cascadia Community College	6850	Court Reporting Institute
4320	Centralia College	6770	Crown College
4330	Clark College	6740	Divers Institute of Technology
4340	Columbia Basin College	6780	Gene Juarez Academy
4350	Edmonds Community College	6970	Glen Dow Academy
4360	Everett Community College	6760	Interface Computer School
4380	Grays Harbor College	6750	International Air Academy
4390	Green River Community College	6700	ITT Technical Institute - Seattle
4400	Highline Community College	6710	ITT Technical Institute - Spokane
4410	Lower Columbia College	6840	Perry Technical Institute
4460	North Seattle Community College		
4570	Northwest Indian College		

Quick Look-up by Program

Financial Aid Program	Unit Record Category	Field	Notes
1988 Funds	Workforce Training Funds	Field 37	
3 1/2% Institutional Aid Fund	Report in the category that best corresponds to how the funds were spent at your institution		Public institutions only
3%/4% Waivers	Need-based Tuition and Fee Waiver	Field 36	Public institutions only
All Other State-Funded Gift Assistance	All Other State-Funded Gift Assistance	Field 38	
American Indian Endowed Scholarship	All Other State-Funded Gift Assistance	Field 38	
AmeriCorps	Outside Scholarships	Field 42	
Athletic Waiver	Institutional Grants, Scholarships & Waivers	Field 40	
BIA Scholarships	Outside Scholarships	Field 42	
Canadian, Micronesian or Alaska Student Loans	Other Loans	Field 39	
Company Scholarships	Outside Scholarships	Field 42	
Conditional Awards in Special Education	Other Loans	Field 39	
Educational Opportunity Grant	Educational Opportunity Grant	Field 35	
Employer funded tuition assistance	Outside Scholarships	Field 42	
Federal Nursing and Health Loans	Federal Nursing and Health Loans	Field 28	
Federal Nursing Scholarships	Federal Nursing Scholarships	Field 27	
Federal Nursing Student Loan	Federal Nursing and Health Loans	Field 28	
Federal Perkins Loans	Federal Perkins Loans	Field 25	
Federal PLUS	Federal PLUS and unsubsidized Stafford Loans	Field 30	
Federal Scholarships for TRIO Students	Other Agency Assistance	Field 43	
Federal Subsidized Stafford Loan	Federal Subsidized Stafford Loan	Field 29	
Federal Work Study	Federal Work Study	Field 26	
Future Teachers Conditional Scholarships	Other Loans	Field 39	
GEAR UP	All Other State-Funded Gift Assistance	Field 38	
Health Professional Loan Repayment and Scholarship program funds	Other Loans	Field 39	
Health Professions Student Loan	Federal Nursing and Health Loans	Field 28	
Institutional and Off-Campus Employment	Institutional and Off-Campus Employment	Field 41	
Institutional grants, scholarships & waivers	Institutional Grants, Scholarships and Waivers	Field 40	
Institutional match for Washington Scholars	Institutional Grants, Scholarships and Waivers	Field 40	
L & I assistance	Other Agency Assistance	Field 43	
Master In Environmental Science Waiver	Institutional Grants, Scholarships, & Waivers	Field 40	
Master In Teaching Waiver	Institutional Grants, Scholarships, & Waivers	Field 40	
National Merit Scholarships	Outside Scholarships	Field 42	
Need-based Tuition and Fee Waiver	Need-based Tuition and Fee Waiver	Field 36	
Non-Federal Loan programs	Other Loans	Field 39	
Non-Work Study Institutional and Off-Campus Employment	Institutional and Off-Campus Employment	Field 41	
Non-Resident Enrollment Incentive Waiver	Institutional Grants, Scholarships and Waivers	Field 40	
Nurses Conditional Scholarships	Other Loans	Field 39	
Off-Campus Work Study	Off-Campus Work Study	Field 34	
On-Campus Work Study	On-Campus Work Study	Field 33	
Organizational Scholarships	Outside Scholarships	Field 42	
Other Agency Assistance	Other Agency Assistance	Field 43	
Other Loans	Other Loans	Field 39	
Outside Scholarships	Outside Scholarships	Field 42	
Pell	Pell Grant	Field 23	

Appendix C

Financial Aid Program	Unit Record Category	Field	Notes
Perkins loans	Federal Perkins Loan	Field 25	
PLUS	Federal PLUS and unsubsidized Stafford Loans	Field 30	
PREP	Other Loans	Field 39	
Promise Scholarships	All Other State-Funded Gift Assistance	Field 38	
Robert C. Byrd Honors Scholarship	Outside Scholarships	Field 42	
ROTC Scholarships	Outside Scholarships	Field 42	
SEOG	Federal SEOG	Field 24	
Service Club Scholarships	Outside Scholarships	Field 42	
Services for the Blind assistance	Other Agency Assistance	Field 43	
SNG	State Need Grant	Field 31	
Stafford Loan (subsidized)	Federal Subsidized Stafford Loan	Field 29	
Stafford Loan (unsubsidized)	Federal PLUS and unsubsidized Stafford Loans	Field 30	
State Need Grant	State Need Grant	Field 31	
State Work Study	State Work Study	32-34	
State Work Study Off-Campus	Off-Campus Work Study	Field 34	
State Work Study On-Campus	On-Campus Work Study	Field 33	
Supplemental Educational Opportunity Grant	Federal SEOG	Field 24	
SWS	State Work Study	32-34	
Tuition and Fee Waiver (granted according to Washington Statutes) (Need-based)	All Other State-Funded Gift Assistance	Field 38	Public institutions only
TRIO	State Need Grant	Field 31	
Tuition and Fee Waiver (Based on residency and need)	Need-based Tuition and Fee Waiver	Field 36	Public institutions only
Tuition waivers and tuition remissions	Institutional Grants, Scholarships and Waivers	Field 40	Independent institutions
Unsubsidized Stafford Loans	Federal PLUS and unsubsidized Stafford Loans	Field 30	
Vocational Rehabilitation assistance	Other Agency Assistance	Field 43	
Washington Award for Vocational Excellence	All Other State-Funded Gift Assistance	Field 38	
Washington Promise Scholarships	All Other State-Funded Gift Assistance	Field 38	
Washington Scholars	All Other State-Funded Gift Assistance	Field 38	
Washington State Achievers Program	Outside Scholarships	Field 42	
WAVE	All Other State-Funded Gift Assistance	Field 38	
Western Undergraduate Exchange Waiver	Institutional Grants, Scholarships & Waivers	Field 40	
Work-based Learning Tuition Assistance Funds	Workforce Training Funds	Field 37	
Worker Retraining	Workforce Training Funds	Field 37	
WorkFirst Work Study	Institutional and Off-Campus Employment	Field 41	
Workforce Investment Act assistance	Other Agency Assistance	Field 43	
Workforce Training Program	Workforce Training Funds	Field 37	

Quick Look-up by Unit Record Category

<u>Unit Record Category</u>	<u>Financial Aid Program</u>	<u>Field</u>	<u>Notes</u>
All Other State-Funded Gift Assistance	Washington Scholars	Field 38	
	Washington Promise Scholarships	Field 38	
	WAVE	Field 38	
	Washington Award for Vocational Excellence	Field 38	
	GEAR UP	Field 38	
	American Indian Endowed Scholarship	Field 38	
	Tuition and Fee Waiver (granted according to Washington State Statutes) (Need-based)	Field 38	Public institutions only
Educational Opportunity Grant	Educational Opportunity Grant	Field 35	
Federal Nursing and Health Loans	Federal Nursing and Health Loans	Field 28	
	Federal Nursing Student Loan	Field 28	
	Health Professions Student Loan	Field 28	
Federal Nursing Scholarships	Federal Nursing Scholarships	Field 27	
Federal Perkins Loan	Perkins loans	Field 25	
Federal PLUS and Unsubsidized Stafford Loans	PLUS Loans	Field 30	
	Unsubsidized Stafford Loans	Field 30	
Federal SEOG	Supplemental Educational Opportunity Grant	Field 24	
Federal Subsidized Stafford Loan	Subsidized Stafford Loan	Field 29	
Federal Work Study	Federal Work Study	Field 26	
Institutional and Off-Campus Employment	WorkFirst Work Study	Field 41	
	Non-Work Study Institutional and Off-Campus Employment	Field 41	
Institutional Grants, Scholarships and Waivers	Non-Resident Enrollment Incentive Waivers	Field 40	
	Western Undergraduate Exchange Waivers	Field 40	
	Athletic Waivers	Field 40	
	Master In Environmental Science Waiver	Field 40	
	Master In Teaching Waiver	Field 40	
	Institutional grants, scholarships and waivers	Field 40	
	Tuition waivers and tuition remissions	Field 40	Independent institutions
	Institutional match for Washington Scholars	Field 40	
	Institutional match for WAVE	Field 40	
Need-based Tuition and Fee Waiver	Need-based 3%/4% Tuition & Fee Waiver	Field 36	Public institutions only
Off-Campus State Work Study	State Work Study Off-Campus	Field 34	
On-Campus State Work Study	State Work Study On-Campus	Field 33	
Other Agency Assistance	L & I assistance	Field 43	
	Services for the Blind assistance	Field 43	
	Workforce Investment Act assistance	Field 43	
	Vocational Rehabilitation assistance	Field 43	
	Federal Scholarships for TRIO Students	Field 43	
Other Loans	Nurses Conditional Scholarships	Field 39	
	Conditional Award In Special Education	Field 39	
	Other Loans	Field 39	
	Canadian, Micronesian or Alaska Student Loans	Field 39	
	PREP	Field 39	
	Non-Federal Loan programs	Field 39	
	Future Teachers Conditional Scholarships	Field 39	
	Health Professional Loan Repayment and	Field 39	

Appendix D

<u>Unit Record Category</u>	<u>Financial Aid Program</u>	<u>Field</u>	<u>Notes</u>
	Scholarship program funds		
Outside Scholarships	Washington State Achievers Program (WSAP)	Field 42	
	Robert C. Byrd Honors Scholarship Program	Field 42	
	BIA Scholarships	Field 42	
	National Merit Scholarships	Field 42	
	ROTC Scholarships	Field 42	
	Employer funded tuition assistance	Field 42	
	Organizational Scholarships	Field 42	
	Company Scholarships	Field 42	
	Service Club Scholarships	Field 42	
	AmeriCorps	Field 42	
Pell Grant	Pell	Field 23	
Report in the category that best corresponds to how the funds were spent at your institution	3 1/2% Institutional Aid Fund		Public institutions only
State Need Grant	State Need Grant	Field 31	
	TRIO	Field 31	
State Work Study	State Work Study	F 32-34	
Workforce Training Funds	Workforce Training Program	Field 37	
	Worker Retraining	Field 37	
	1988 Funds	Field 37	
	Work-based Learning Tuition Assistance Funds	Field 37	

SECTION TWO:

2003-2004
DATA ENTRY/EDIT
PROGRAM GUIDE

HECB/Unit Record Manual
2003-2004 Academic Year

2003-2004 DATA ENTRY/EDIT PROGRAM GUIDE

(Revised - July 2004)

This is section II of the Unit Record Manual. The purpose of this section is to provide help in using the Internet application to create and submit your Institution's Unit Record Report for the Higher Education Coordinating Board.

If you have any questions or need assistance with this program please call Bruce Parrish at (360) 753-7853, e-mail brucep@hecb.wa.gov or Pat Castaldo at (360) 753-7893, email patc@hecb.wa.gov.

Reminder: The due date for the 2003-2004 Unit Record Report is Friday, October 8, 2004. Submitted data must have been processed through the HECB edit program and all edits corrected or overridden by this date. Schools that do not meet this deadline or do not follow up promptly with any necessary data corrections may experience a disruption in the availability of state funds.

If you are using this instruction manual on your computer you can go to the section of your choice by clicking on any underlined words in the index below. To return to the index click on the link labeled "RETURN TO INDEX" at the top of each page.

Index

A. Accessing the Application – page 2

The Unit Record data entry/edit application is a web-based application. This section provides directions on where and how to access this application.

B. Using the Data Entry/Edit Program

1. Overview of Unit Record Menu – page 4
2. Upload Data From a File – page 5
3. Editing Data – page 9
4. Manual Data Entry – page 14
5. Informational Reports – page 17
6. Delete Records – page 20
7. Submitting Unit Record to HECB – page 21

C. List of Possible Edit Messages – page 23

A. Accessing the Application

Where: The Unit Record data entry/edit application is found on the Higher Education Coordinating Board's secure web site - <https://fortress.wa.gov/hecb/secure/login.asp>.

The screenshot shows the login page for the Washington Higher Education Coordinating Board. The header features the text "WASHINGTON HIGHER EDUCATION COORDINATING BOARD" in white on a blue background. Below the header, there is a "Login" link. The main content area contains a login form with the following elements:

- A warning message: "All Rights Reserved Unauthorized Use Prohibited Violators will be prosecuted".
- Two input fields: "Email Address:" and "Password:". Arrows from callout boxes point to these fields.
- A "Login" button. An arrow from a callout box points to this button.
- A link: "Don't have an account? [Register Here](#)". An arrow from a callout box points to this link.

The callout boxes provide the following instructions:

- Step 1: Enter your Email Address here.
- Step 2: Enter your password here
- Step 3: Click the **Login** button.
- If you are not currently registered to access this secure site, please click the **Register Here** link and follow the registration instructions.

After you log in you will see the Main Menu.
Your menu may have different options depending on the data you have permission to access.

The screenshot shows the 'MAIN MENU' interface. At the top left is a '[MAIN MENU]' link and at the top right is a '[LOGOFF]' link. A yellow banner at the top contains a 'July 1, 2003 Secure Site Update' message. Below this, the 'Main Menu' section lists a link for 'Unit Record 2002-2003'. The 'Communications Menu' section lists links for 'Secure E-mail', 'Signature-less Document Submission', 'Miscellaneous Document Submission' (formerly Secure File Upload), and 'Secure File Downloads (2)'. The 'Utilities Menu' section lists a link for 'Change Your Password'. A callout box points to the 'Unit Record 2002-2003' link with the text: 'Click on the **Unit Record 2003-2004** link to access the application.'

You will see the Unit Record Menu.

To exit this application, click the "LOGOFF" link above and right of this form or the "MAIN MENU" link above and left of this form. To return to the Unit Record application main menu from any page in the application click on the "Unit Record 2003-04 Reporting Application" at the top of the page.

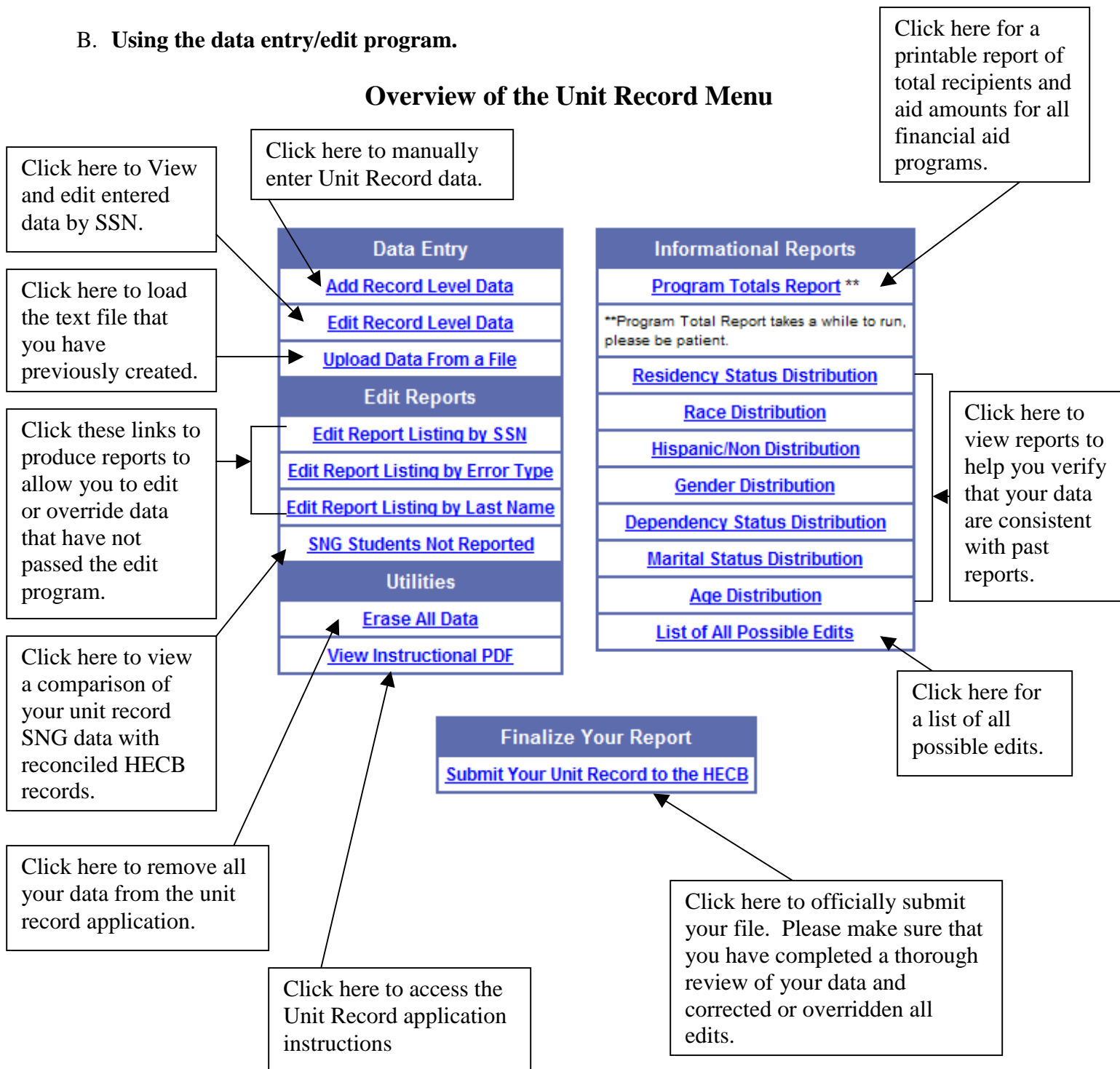
The screenshot shows the header of the 'Unit Record 2002-03 Reporting Application (Version 2.0)'. It features a blue banner with 'HIGHER EDUCATION COORDINATING BOARD' on the left. Below the banner, there is a '[MAIN MENU]' link on the left, a user email 'brucep@hecb.wa.gov' in the center, and a '[LOGOFF]' link on the right. Arrows from the text above point to these three elements.

Data Entry	Informational Reports
Add Record Level Data	Program Totals Report **
Edit Record Level Data	<small>**Program Total Report takes a while to run, please be patient.</small>
Upload Data From a File	Residency Status Distribution
Edit Reports	Race Distribution
Edit Report Listing by SSN	Hispanic/Non Distribution
Edit Report Listing by Error Type	Gender Distribution
Edit Report Listing by Last Name	Dependency Status Distribution
SNG Students Not Reported	Marital Status Distribution
Utilities	Age Distribution
Erase All Data	List of All Possible Edits
View Instructional PDF	

Finalize Your Report
[Submit Your Unit Record to the HECB](#)

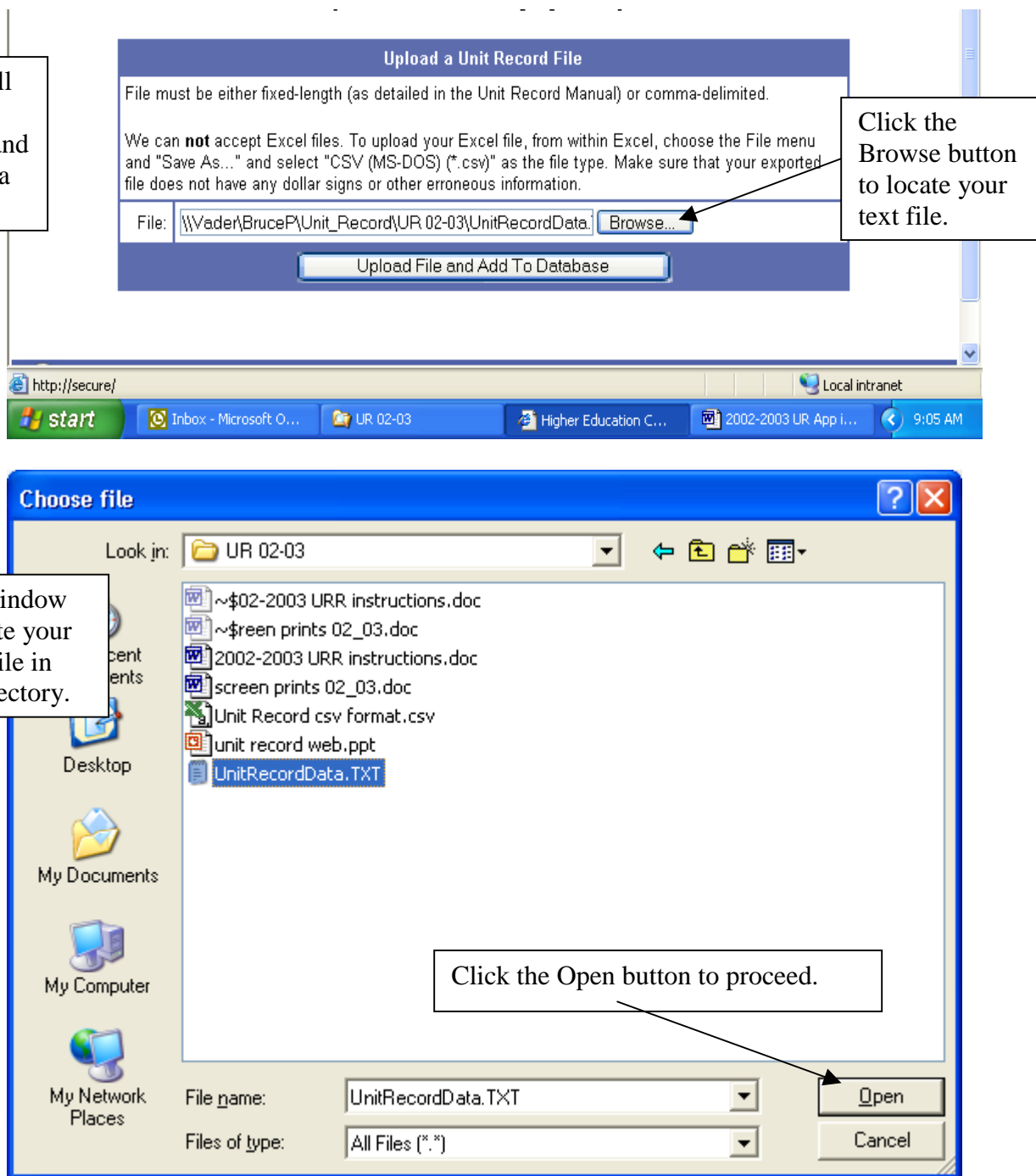
B. Using the data entry/edit program.

Overview of the Unit Record Menu



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Most institutions begin the Unit Record reporting process by loading the text file they previously created. The text file must be in the format as described in the instructions in the Unit Record Manual, Section I. To load your text file, click the link “**Upload Data From a File**”.



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Your file name
will appear on
the form.

Upload a Unit Record File

File must be either fixed-length (as detailed in the Unit Record Manual) or comma-delimited.

We can **not** accept Excel files. To upload your Excel file, from within Excel, choose the File menu and "Save As..." and select "CSV (MS-DOS) (*.csv)" as the file type. Make sure that your exported file does not have any dollar signs or other erroneous information.

File:

Click the Upload
File button

If your file is in
the correct format
you will see the
message that your
file has been
uploaded to the
HECB server.

File Upload Results

The file has been successfully uploaded. (275.448k)

Click "Process Uploaded File" below to begin importing the file into the database.

Click the Process
Uploaded File
button to continue.

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File Process Results	
Line #000007	Perkins Is Not Numeric.
Line #000012	WorkforceTraining Is Not Numeric.
Fix the file and try your upload again.	
Return to Main Menu	

Click this button to return to the Unit Record report menu to upload your corrected file.

If the data in your text file are not in the correct format you will see a message similar to this. Line numbers are given to help you find the errors in your file. You are prompted to make corrections to your text file and reload your data.

This list can be printed if needed by clicking File/Print... on the menu bar

If your data are formatted correctly, you will see the message that your text file has been loaded into the database.

File Process Results	
File parsed without any formatting errors.	
File successfully loaded into database.	
Run Error Report	

Click the Run Error Report button to find any records that did not pass the edits.

You will see this message to let you know that your data are being edited.

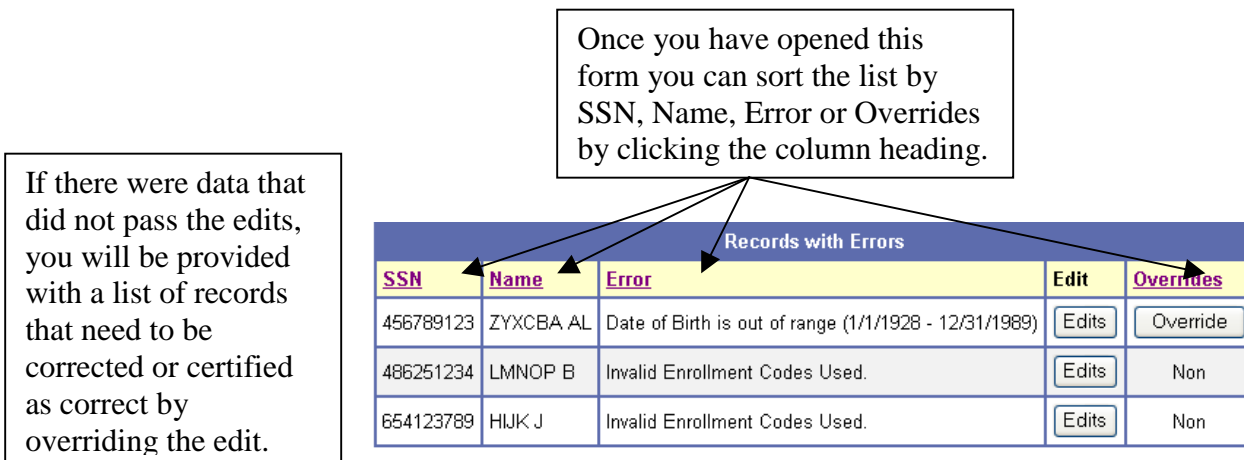
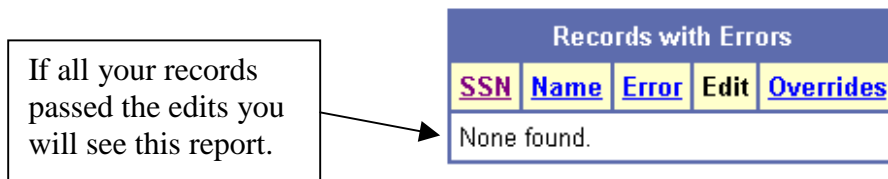
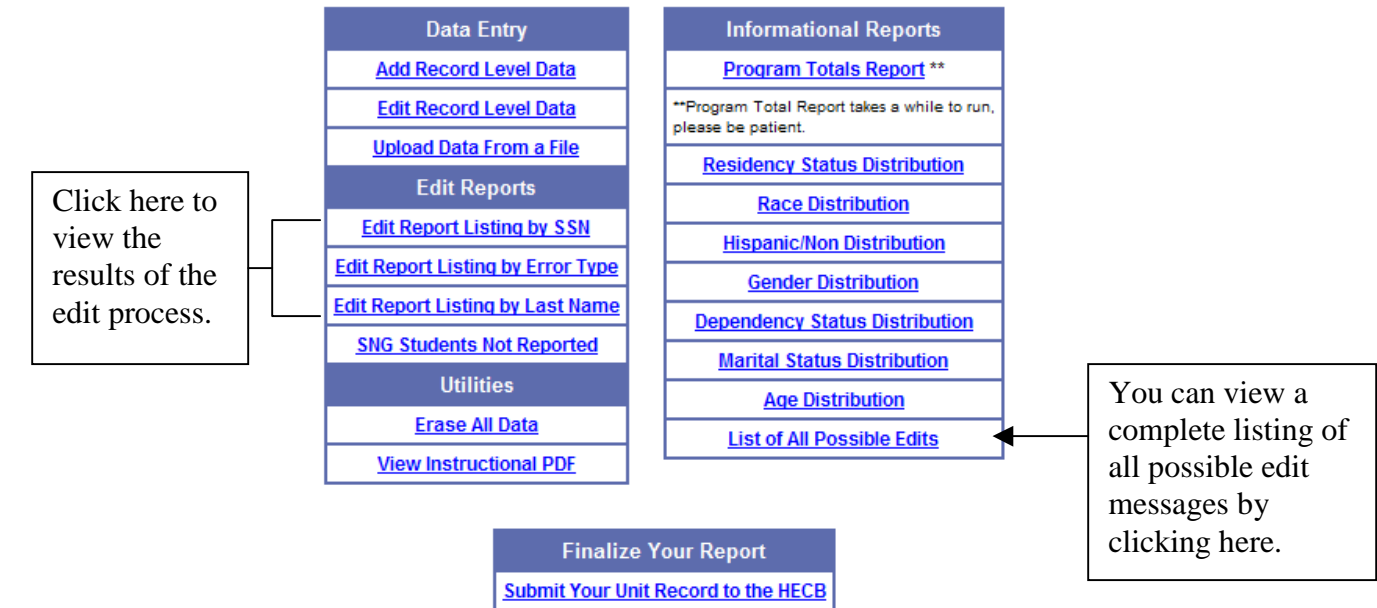
Unit Record Data Validation	
Your records are now being run against the edits.	
Return to Menu	

Click here to return to the Unit Record menu where you can choose the type of error report you wish to run.

Note: The edit check should not take much time to run. In most cases you can return to the Unit Record Menu and continue immediately. If there are a large number of errors, however, it could take a couple of minutes before the program has made a complete check of all records. You will not be notified here whether or not your data have any edits. You must return to the Unit Record menu and choose an Edit Report to see if you have any records to edit.

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After the file has been uploaded and the edit process has been completed, you must verify that all records passed the edits. Begin by clicking one of the **Edit Report** options, sorted by SSN, Error Type or Last Name.



[RETURN TO INDEX](#)

Click the Edits button to view the record in order to make corrections.

Some edits can be overridden, but require an explanation. Click the Override button to do this.

Records with Errors				
SSN	Name	Error	Edit	Overrides
456789123	ZYXCBA AL	Date of Birth is out of range (1/1/1928 - 12/31/1989)	Edits	Override
654123789	HIJK J	Invalid Enrollment Codes Used.	Edits	Non

Note: Some edits cannot be overridden. If you have entered an invalid value (ex: Gender code 3) you must correct the record or you cannot submit your file.

When you click the Edits button, the record for that student will be displayed. The field(s) with questionable data will be highlighted.

Data Validity Edits					
This record is saved, but did not pass the Edits.					
Invalid Enrollment Codes Used for Fall.					
Unit Record Details					
SSN	654123789	Net Family Income	35712	SWS On Campus	0
Resident	1: Washington Resident	Need Amount	14696	SWS Off Campus	0
Fall Enroll	SELECT ONE	Need Duration	9	SWS Total	0
Winter Enroll	1: Full-Time	Parent	0	Fd Onn Grant	0

Data Validity Edits					
This record is saved, but did not pass the Edits.					
Invalid Enrollment Codes Used for Fall.					
Unit Record Details					
SSN	654123789	Net Family Income	35712	SWS On Campus	0
Resident	1: Washington Resident	Need Amount	14696	SWS Off Campus	0
Fall Enroll	SELECT ONE	Need			0
Winter Enroll	1: Full-Time	Parent			0
Spring Enroll	2: Three-Quarter	Student		ee Waiver	0
Summer 1 Enroll	3: Half-Time	Pell G			0
	4: Less Than Half-Time				
	5: Not Enrolled				
	9: Not Applicable				

For those fields with limited acceptable values you may make a selection from a drop down window.

Top of page

Passed All Edits

This record is saved and has passed the Edits.

Return to Menu Add Another Record

Unit Record Details

CMSECON

SSN 123456789 Net Family Income 22035 SWS On Campus 0

Save Student Record

When you have corrected the data in the record, click the Save Student Record button.

Click here to return to the Unit Record report menu if you do not wish to edit more records at this time.

Bottom of page

Dependent Status 2: Independent SNG 1305 Impaired 2: No

Marital Status 2: Married

No. Of Family Members 4

Last Name Student

First/Middle Initial A

Save Student Record

Delete This Record View Error Listing Return to Menu

If you decide that the record was included in error, you can delete it by clicking this button.

Click here to return to the error report to select another record to edit.

[RETURN TO INDEX](#)

To override an edit, click on the Override button to the right of the record on the error report. The Error Override Details form will appear.

Error Override Details	
Record:	456789123 -- ZYXCBA , AL
Error:	Date of Birth is out of range (1/1/1928 - 12/31/1989)
Reason:	<div></div>
Note:	Provide a brief explanation of your data for this edit error.
<div>Override Edit</div>	

Provide sufficient information to explain your reasoning as to why this edit is not an error.

Click the Override Edit button to continue.

You will be notified that your override request has been saved.

Your override has been saved.

Return to Errors

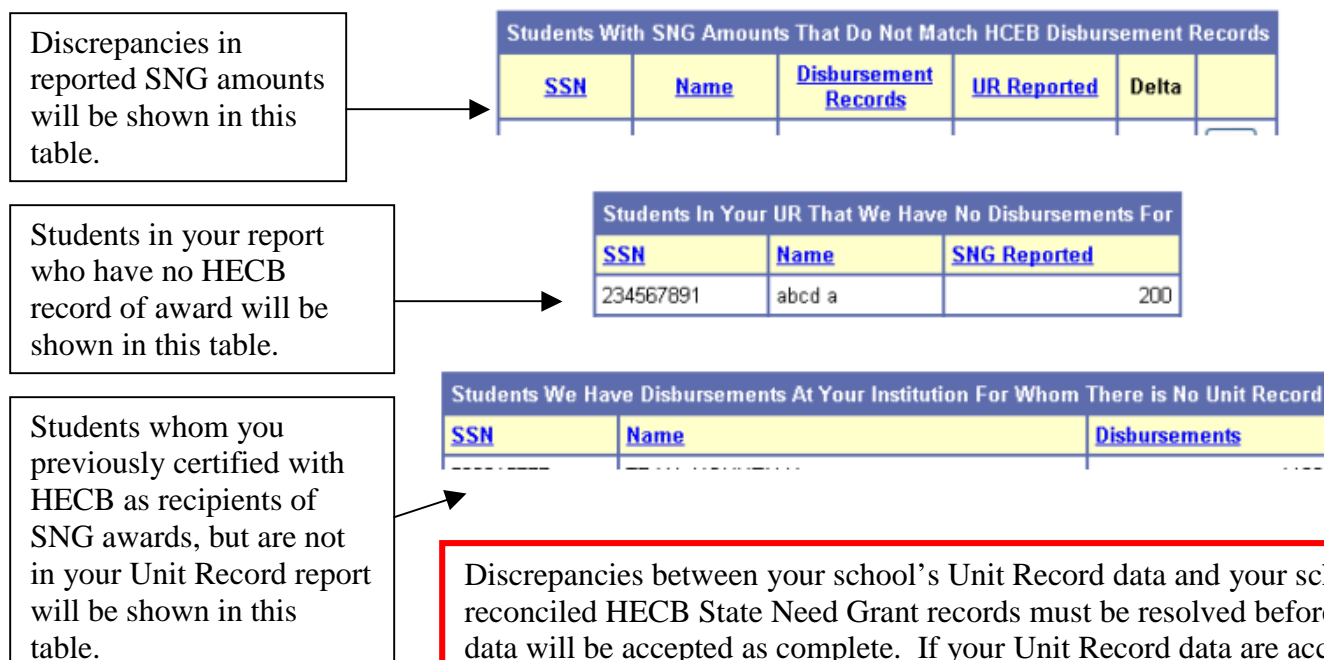
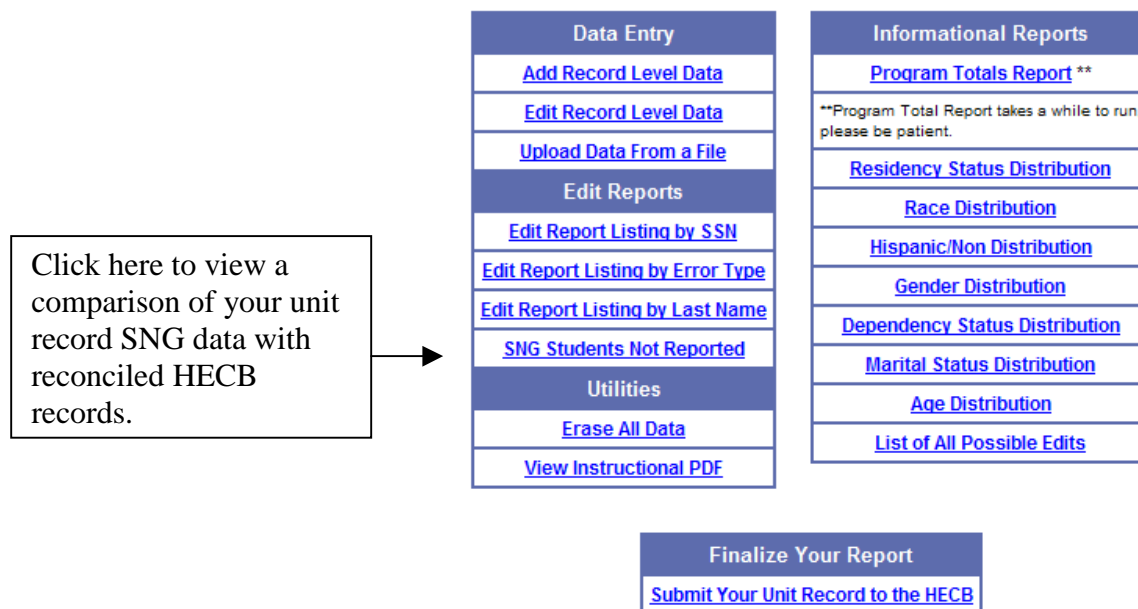
Click the Return to Errors button to continue.

Records with Errors		
Error	Edit	Overrides
Date of Birth is out of range (1/1/1928 - 12/31/1989)	<div>Edits</div>	Overriden

NOTE: Overridden edit errors will not be removed from the edit error report. HECB staff will review the override explanations before the record(s) will be accepted. The record, however, will be noted as overridden and will be processed.

[RETURN TO INDEX](#)

One additional edit report must be run as part of your Unit Record data review before you submit your data. This report compares your Unit Record data with your reconciled State Need Grant program data. It will show any discrepancies between the two sets of data.



Discrepancies between your school's Unit Record data and your school's reconciled HECB State Need Grant records must be resolved before your data will be accepted as complete. If your Unit Record data are accurate please send an email to Bruce Parrish when you submit your report explaining why your previously reconciled SNG data are incorrect. If you need to make corrections to a record, return to the Unit Record main menu and click the "Edit Record Level Data" button to select and edit that record. If you need to add a record that was not in your upload file, return to the Unit Record main menu and click the "Add Record Level Data" button. Refer to the next page for more details.

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You may manually add student records using the **Add Record Level Data** link. This method can be used to enter records instead of loading a formatted text file or can be used to add records to those previously loaded into the database.

A form will appear with all the Unit Record fields.

Unit Record Details					
SSN	<input type="text"/>	Net Family Income	<input type="text"/>	SWS On Campus	<input type="text"/>
Resident	SELECT ONE	Need Amount	<input type="text"/>	SWS Off Campus	<input type="text"/>
Fall Enroll	SELECT ONE	Need Duration	SELECT	SWS Total	<input type="text"/>
Winter Enroll	SELECT ONE	Parent Contribution	<input type="text"/>	Ed Opp Grant	<input type="text"/>
Spring Enroll	SELECT ONE	Student Contribution	<input type="text"/>	3%/4% Tuition Fee Waiver	<input type="text"/>
Summer 1 Enroll	SELECT ONE	Pell Grant	<input type="text"/>	Workforce Training	<input type="text"/>
Summer 2 Enroll	SELECT ONE	Fed SEOG	<input type="text"/>	Other State Gift Assist	<input type="text"/>
School Year	SELECT ONE	Fed Perkins	<input type="text"/>	Other Loans	<input type="text"/>
Gender	SELECT ONE	Fed Work Study	<input type="text"/>	Inst Grant/Scholarship/Waivers	<input type="text"/>
Date of Birth	<input type="text"/>	Fed Nurse Scholar	<input type="text"/>	Inst/Off Campus Employment	<input type="text"/>
Race	SELECT ONE	Nurse/Health Loans	<input type="text"/>	Outside Scholarships	<input type="text"/>
Asian/Pacific Islander	Not Asian/Pacific Isl	Fed Sub Stafford Loan	<input type="text"/>	Other Agency Assistance	<input type="text"/>
Hispanic	SELECT ONE	Fed PLUS/Unsub Stafford Loans	<input type="text"/>	Age Youngest Child	<input type="text"/>
Dependant Status	SELECT ONE	SNG	<input type="text"/>	Impaired	SELECT ONE
Marital Status	SELECT ONE	Last Name		<input type="text"/>	
No. Of Family Members	<input type="text"/>	First/Middle Initial		<input type="text"/>	
Save Student Record					

Many of the fields have drop down windows that allow you to make an appropriate selection.

Unit Record Details					
SSN	<input type="text"/>	Net Family Income	<input type="text"/>	SWS On Campus	<input type="text"/>
Resident	SELECT ONE	Need Amount	<input type="text"/>	SWS Off Campus	<input type="text"/>
Fall Enroll	SELECT ONE	Need Duration	SELECT	SWS Total	<input type="text"/>
Winter Enroll	SELECT ONE	Parent Contribution	<input type="text"/>	Ed Opp Grant	<input type="text"/>
Spring Enroll	SELECT ONE	Student Contribution	<input type="text"/>	3%/4% Tuition Fee Waiver	<input type="text"/>
Summer 1 Enroll	SELECT ONE	Pell Grant	<input type="text"/>	Workforce Training	<input type="text"/>
Summer 2 Enroll	SELECT ONE	Fed SEOG	<input type="text"/>	Other State Gift Assist	<input type="text"/>

Click on the blue underlined [name](#) of the field to view the definition of that field as noted in the Unit Record manual.

Unit Record Help
Fall Enroll Student's enrollment status for the Fall term. Student's enrollment status as of the date that aid is disbursed. However, some schools may collect this information as of the 10th day of enrollment, which is also acceptable. Status is defined according to the table of credits or clock-hours in the unit record manual Section One, page II-1.

[[Close Help Window](#)]

Unit Record Details

Save Student Record

SSN	<input type="text"/>	Net Family Income	<input type="text"/>	SWS On Campus	<input type="text"/>
Resident	SELECT ONE	Need Amount	<input type="text"/>	SWS Off Campus	<input type="text"/>
SELECT ONE	SELECT ONE	Need Duration	SELECT	SWS Total	<input type="text"/>
Dependant Status	SELECT ONE	SNG	<input type="text"/>	Impaired	SELECT ONE
Marital Status	SELECT ONE	Last Name	<input type="text"/>		
No. Of Family Members	<input type="text"/>	First/Middle Initial	<input type="text"/>		

View Error Listing Return to Menu

Save Student Record

After you have filled in all the fields, save the record by clicking either of the "Save Student Record" buttons at the top or the bottom of the screen.

WASHINGTON HIGHER EDUCATION

Higher Education Coordinating Board

6750 [LOGOFF]

Record 2002-03 Reporting Application (v0.6 - 06-12-03)

Passed All Edits

This record is saved and has passed the Edits.

Return to Menu Add Another Record

Details

Save Student Record

456123789	Net Family Income	10000	SWS On Campus	0
1: Washington Resident	Need Amount	5000	SWS Off Campus	0

The record will be run through the edit program. If there were no problems with the data you will be notified that the record has been saved.

Enter data for another record or return to the unit record report menu.

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If there are any data formatting errors the record will not be accepted. You will be prompted to make changes.

Data Entry Errors Exist					
This record will not be saved until these errors are corrected.					
DOB must be a properly formatted date (example: 10/12/1973).					
Unit Record Details					Save Student Record
SSN	123456789	Net Family Income	5000	SWS On Campus	0
Resident	2: Non Resident	Need Amount	4000	SWS Off Campus	0
Fall Enroll	1: Full-Time	Need Duration	9	SWS Total	0

If there were any edit errors you will be notified and prompted for corrections.

Data Validity Edits					
but did not pass the Edits.					
Married student, minimum family members must be at least 2.					Override
SNG recipient not a state resident.					
Asian Code Not Valid.					
Unit Record Details					Save Student Record
SSN	654123789	Net Family Income	5000	SWS On Campus	0
Resident	2: Non Resident	Need Amount	3000	SWS Off Campus	0
Fall Enroll	1: Full-Time	Need Duration	9	SWS Total	0

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In addition to the Edit Reports, you should run the **Informational Reports** in this application to compare the current data submission with last year's. Large discrepancies in reported data may indicate problems that need correction.

Institutional Totals								
Aid	UR01-02 Dollars	UR02-03 Dollars	UR03-04 Dollars	Change 02-03/03-04	UR01-02 Recipients	UR02-03 Recipients	UR03-04 Dollars	Change 02-03/03-04
Federal Aid								
Federal Workstudy	\$2,296,375.00	\$3,061,225.00	\$3,061,275.00	0.00%	1012	1150	1151	0.09%
Nurse Health Loans	\$1,440,227.00	\$1,592,543.00	\$1,592,563.00	0.00%	201	215	216	0.47%
Nurse Scholarship	\$0.00	\$0.00	\$1,000.00	0.00%	0	0	1	0.00%
Pell	\$15,312,369.00	\$17,308,309.00	\$17,308,339.00	0.00%	6291	6777	6778	0.01%
Perkins	\$8,761,215.00	\$11,313,975.00	\$11,311,915.00	-0.02%	3519	3904	3904	0.00%
PLUS	\$36,431,267.00	\$43,558,539.00	\$43,533,673.00	-0.06%	6181	6921		
SEOG	\$3,149,622.00	\$3,249,357.00	\$3,249,657.00	0.01%	3253	4539		
Stafford	\$53,860,573.00	\$57,649,480.00	\$57,640,980.00	-0.01%	11624	12243		
Subtotals:	\$121,251,648.00	\$137,733,428.00	\$137,699,402.00	-0.02%	32081	35749		
Institutional/Other Aid								
Institutional Grants, Etc.	\$10,931,229.00	\$24,594,863.00	\$24,592,163.00	-0.01%	4491	5185		
Institutional Off Campus Employment	\$0.00	\$0.00	\$0.00	0.00%	0	0		
Other Agency Assistance	\$0.00	\$0.00	\$0.00	0.00%	0	0		
Other Loans	\$1,395,678.00	\$2,911,909.00	\$2,911,909.00	0.00%	195	412		
Outside Scholarships	\$3,919,812.00	\$5,407,090.00	\$5,407,090.00	0.00%	1366	1561		
Subtotals:	\$16,246,719.00	\$32,913,862.00	\$32,911,162.00	-0.01%	6052	7158		
State Aid								
EOG	\$198,979.00	\$198,350.00	\$198,350.00	0.00%	87	89		
Other State Gift Assistance	\$1,650,316.00	\$1,256,605.00	\$1,256,605.00	0.00%	1087	1127		
State Need Grant	\$14,389,571.00	\$16,088,739.00	\$16,089,239.00	0.00%	5014	4929		
State Work Study Off Campus	\$851,899.00	\$865,197.00	\$865,197.00	0.00%	227	220		
State Work Study On Campus	\$700,408.00	\$720,792.00	\$720,792.00	0.00%	192	218		
Tuition Fee Waiver	\$5,466,587.00	\$6,412,896.00	\$6,405,896.00	-0.11%	2602	2738	2737	-0.04%
Workforce Training	\$0.00	\$63,151.00	\$63,151.00	0.00%	0	23	23	0.00%
Subtotals:	\$23,257,760.00	\$25,605,730.00	\$25,599,230.00	-0.03%	9209	9344	9344	0.00%

The first report is the Program Totals Report. This allows you to see a summary view of all the financial aid award data in this year's and the previous 2 years' unit record reports. Use this report to compare this year's totals with the data your school submitted the previous year and also with your other school records.


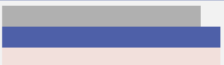






This is a closer view of the Federal Aid section of the Program Totals Report.

Institutional Totals								
	UR01-02 Dollars	UR02-03 Dollars	UR03-04 Dollars	Change 02-03/03-04	UR01-02 Recipients	UR02-03 Recipients	UR03-04 Dollars	Change 02-03/03-04
Federal Aid								
Federal Workstudy	\$2,296,375.00	\$3,061,225.00	\$3,061,275.00	0.00%	1012	1150	1151	0.09%
Nurse Health Loans	\$1,440,227.00	\$1,592,543.00	\$1,592,563.00	0.00%	201	215	216	0.47%
Nurse Scholarship	\$0.00	\$0.00	\$1,000.00	0.00%	0	0	1	0.00%
Pell	\$15,312,369.00	\$17,308,309.00	\$17,308,339.00	0.00%	6291	6777	6778	0.01%
Perkins	\$8,761,215.00	\$11,313,975.00	\$11,311,915.00	-0.02%	3519	3904	3904	0.00%
PLUS	\$36,431,267.00	\$43,558,539.00	\$43,533,673.00	-0.06%	6181	6921	6920	-0.01%
SEOG	\$3,149,622.00	\$3,249,357.00	\$3,249,657.00	0.01%	3253	4539	4540	0.02%
Stafford	\$53,860,573.00	\$57,649,480.00	\$57,640,980.00	-0.01%	11624	12243	12242	-0.01%
Subtotals:	\$121,251,648.00	\$137,733,428.00	\$137,699,402.00	-0.02%	32081	35749	35752	0.01%
Institutional/Other Aid								



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There are seven additional reports that allow you to compare summary data for other fields in your file. Reviews of data from prior years' reports show that schools do miscode data in various fields. You should review these other reports to make sure your data are consistent with your school's prior year data.

This is an example of the Race Distribution Informational report

Race Distribution					
Race	UR01-02	UR02-03	UR03-04	Change	Visual
Black/African American	603	658	658	0.00%	
Asian or Pacific Islander	3548	3888	3889	0.03%	
American Indian	228	236	236	0.00%	
Eskimo	0	4	4	0.00%	
Aleut	0	2	2	0.00%	
White	8186	8699	8698	-0.01%	
Other	722	717	717	0.00%	
Unknown/No Response	1555	1759	1759	0.00%	
Total:	14842	15963	15963	0.00%	

This is an example of the Gender Distribution Informational report

Gender Distribution					
Gender	UR01-02	UR02-03	UR03-04	Change	Visual
Male	6503	6997	6997	0.00%	
Female	8339	8966	8966	0.00%	
Total:	14842	15963	15963	0.00%	

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For your information there is an informational report that shows the listing of all the edit messages in the edit program. See the separate EDITS section below for more details.

This report is in alphabetical order.

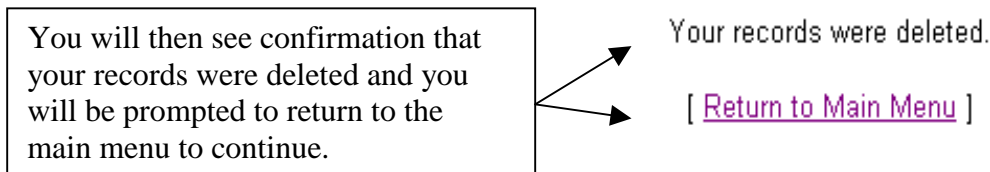
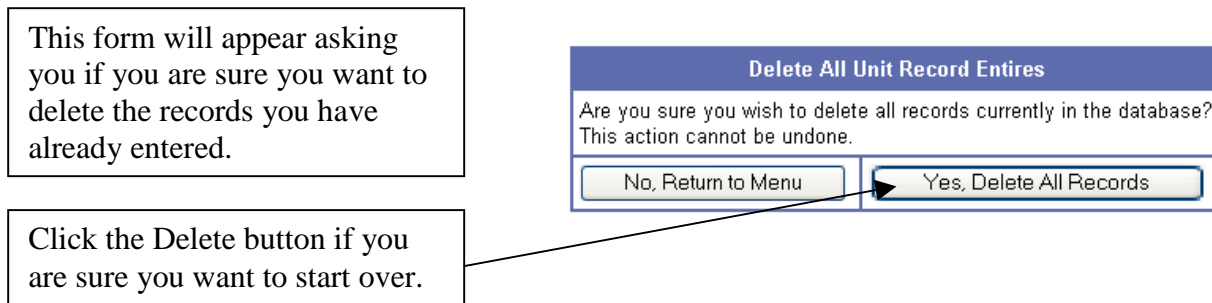
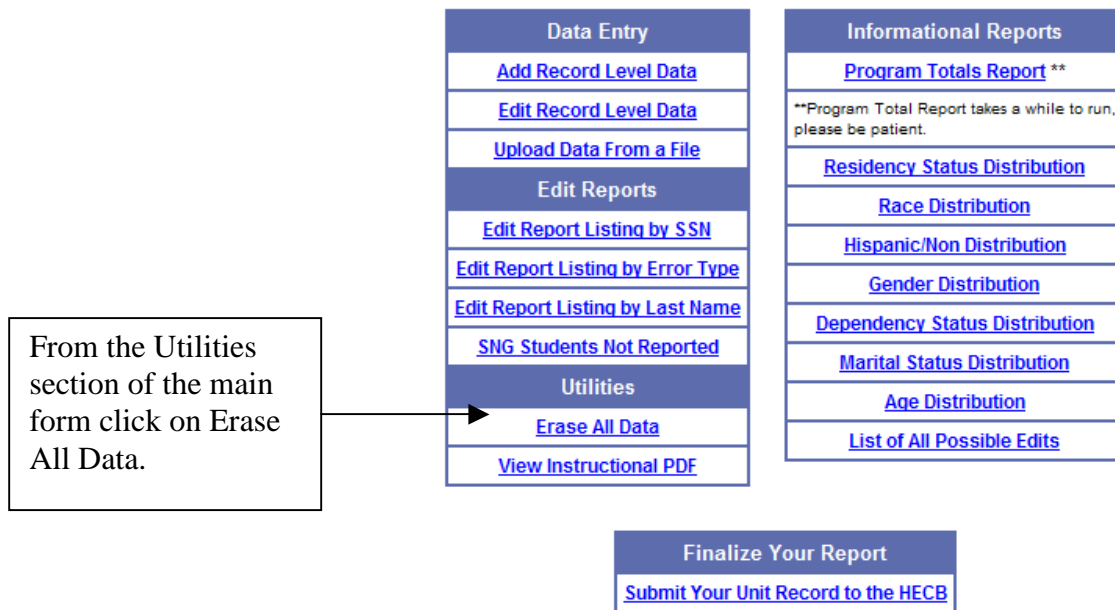
The table also shows whether or not you can override the edit.

You may sort the report by ID (edit number), Edit or Overrideable by clicking the column heading title.

Unit Record Validation Edits		
ID	Edit	Overrideable?
28	Amount of Need exceeds Cost of Attendance (Non-Resident,Undegrad)	Overrideable
30	Amount of Need exceeds Cost of Attendance (Non-Resident,Grad)	Overrideable
32	Amount of Need exceeds Cost of Attendance (Non-Resident,Professional)	Overrideable
29	Amount of Need exceeds Cost of Attendance (Resident,Grad)	Overrideable
31	Amount of Need exceeds Cost of Attendance (Resident,Professional)	Overrideable
27	Amount of Need exceeds Cost of Attendance (Resident,Undegrad)	Overrideable
22	Amount of Need is Zero	Non-Overrideable
23	Amount of Need is Zero, Pell Reported	Overrideable
24	Amount of Need is Zero, Unsub Loans Reported	Overrideable
17	Asian Code Not Valid.	Non-Overrideable
5	Date of Birth is out of range (1/1/1928 - 12/31/1989)	Overrideable
19	Dependency Status Code Not Valid.	Non-Overrideable
35	EOG exceeds limits (\$3,800)	Overrideable
8	Family members must be at least 1.	Overrideable

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At any point in the data entry/edit process you may decide to start over by loading a new text file. Before you can upload a new file you must delete the data that are currently in the application. Start by clicking the **Erase All Data** link.



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After you have made corrections and verified your data and are satisfied that they are accurate, you will officially submit them to HECB. Begin this process by clicking the link **Submit Your Unit Record to the HECB**.

Data Entry	Informational Reports
Add Record Level Data	Program Totals Report **
Edit Record Level Data	<small>**Program Total Report takes a while to run, please be patient.</small>
Upload Data From a File	Residency Status Distribution
Edit Reports	Race Distribution
Edit Report Listing by SSN	Hispanic/Non Distribution
Edit Report Listing by Error Type	Gender Distribution
Edit Report Listing by Last Name	Dependency Status Distribution
SNG Students Not Reported	Marital Status Distribution
Utilities	Age Distribution
Erase All Data	List of All Possible Edits
View Instructional PDF	

Click this link to officially submit your Unit Record report.

Finalize Your Report
[Submit Your Unit Record to the HECB](#)

You will see this form. Verify the number of records you are submitting.

Submit Unit Record	
Total Records:	15
Total Errors:	1
Total Overrides:	1
Person at this institution to contact for questions related to financial aid data is:	
Name:	<input type="text"/>
Email:	<input type="text"/>
Phone:	<input type="text"/>
Person to contact for technical question related to the data file and layout is:	
Name:	<input type="text"/>
Email:	<input type="text"/>
Phone:	<input type="text"/>
Submit Your Unit Record to the HECB	

Fill in the contact information requested.

Click the Submit button.

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If you try to submit your data without filling in your contact information, you will receive this notice. Although the message indicates that your report has been submitted, it has not been accepted. You must provide contact information and click the "Submit your Unit Record..." button again.

Thanks for submitting your Unit Record.

Please include a contact name.
Please include a contact email.
Please include a contact phone.
Please include a technical name.
Please include a technical email.
Please include a technical phone.

Submit Unit Record	
Total Records:	10
Total Errors:	0
Person at this institution to contact for questions related to financial aid data is:	
Name:	<input type="text"/>
Email:	<input type="text"/>
Phone:	<input type="text"/>
Person to contact for technical question related to the data file and layout is:	

You will receive confirmation that your data were received.

Thanks for submitting your Unit Record.

Note: Once you have officially submitted your data you cannot upload new data or edit data previously submitted.

You have already submitted your report to the HECB.

It cannot be submitted again or modified at this point.

If you have any questions, please contact Bruce Parish.

If you must submit a new file, contact Bruce Parrish at HECB to reset the program.

List of All Possible Edit Messages

(Field Name) is not numeric.

Will not be accepted into the edit program.

If data for any field are missing or not numeric (except the Name fields), the edit application will not accept the data. You must create a text file that follows the format specified in the Unit Record manual and upload the file again.

Duplicate SSN

Will not be accepted into the edit program.

There must only be one record for each student. If the edit application finds any duplicate social security numbers it will reject your text file. You must make corrections to your text file and upload the file again.

SSN is not a 9-digit number.

Cannot be overridden.

The social security number for the student must contain 9 numbers. Review and make corrections.

Total aid reported is zero.

Cannot be overridden.

The Unit Record report is a report of financially needy students and the amount of financial aid they receive. Students who did not receive any financial aid are not to be included in this report.

Amount of Need is zero, yet aid was reported

Can be overridden

Reviews of past reports show that students were reported who received some types of financial aid even though they had no reported financial need. Decisions will be made at HECB as to whether or not to include them in the final report database. Please provide a brief explanation as to why you included them in your data.

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Amount of Need exceeds Cost of Attendance

Can be overridden.

The reported amount of need for a student in a given sector, year in school and residency status appears to be excessive. Please review the data and make correction or override with a brief note explaining why this amount of need is correct for that student.

(Financial Aid Program Name) exceeds limits (\$ limit amount)

Example: Perkins exceeds limits (Undergrad \$4,050)

Can be overridden.

The amount reported is greater than the maximum expected for the field. Review the data and make corrections or provide a brief explanation as to why the amount is correct.

Student Not Enrolled.

Cannot be overridden.

The student must be enrolled at least one term during the school year (with one exception covered next below). Review the data and make corrections or delete the record.

Student Not Enrolled, SWS Reported.

Can be overridden.

Reviews of past reports show that students were reported who received a State Work Study award even though they did not enroll. Decisions will be made at HECB as to whether or not to include them in the final report database. Please provide a brief explanation as to why you included them in your data.

Year In School Not Valid.

Cannot be overridden.

You must use one of the valid options explained in the Unit Record manual, 1, 2, 3, 4, 5, 6, 7, or 8. Review your data and make corrections.

(Field Name) Code Not Valid.

Cannot be overridden.

You must use one of the valid options explained in the Unit Record manual for that field. Review your data and make corrections.

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Family members must be at least 1.

Married student, minimum family members must be at least 2.

Dependent Students must have family size of at least 2.

Family members greater than 15.

Can be overridden.

The number of family members reported is less than or greater than expected. Review and make corrections or override with a brief explanation about the number of family members associated with this student.

Need Duration Not Selected.

Cannot be overridden.

You must report a valid number of months for which student need was calculated and report as a two-digit number from 01 to 12. Review your data and make corrections.

Net Family Income out of range (-\$50,000 to \$350,000)

Can be overridden.

The reported family income is less than or greater than expected. Review and make corrections or override with a brief explanation about the student's family income.

(State Aid Program) recipient not a state resident.

Cannot be overridden.

A student must be a state resident to receive state grant awards. Review the data and make corrections. Call Bruce Parrish (360-753-7853) at HECB if you have any questions on this.

Date of Birth is out of range (1/1/1928 –12/31/1989).

Can be overridden.

The student is older or younger than expected. Review the data and make corrections or override with a brief note that you have reviewed your records and can verify that the date of birth is correct.